

**REQUEST FOR PROPOSAL  
PAVEMENT MANAGEMENT PROGRAM  
2026 STREET RECONSTRUCTION PROJECTS  
Topographic Survey  
City of Ramsey**

ISSUE DATE  
March 20, 2025

PROPOSAL MUST BE RECEIVED BY:  
4:00 pm on Monday, April 14, 2025

EMAIL PROPOSAL TO:  
[JFeriancek@cityoframsey.com](mailto:JFeriancek@cityoframsey.com)

or

DELIVER PROPOSAL TO:  
City of Ramsey Municipal Center  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
Attn: Joe Feriancek  
763-433-9893

**INTRODUCTION:** The City of Ramsey (City) is requesting proposals for the delivery of seven (7) topographic surveys for 2026 projects including;

1. IP 26-02 2026 MSA Overlay Improvements (Soil Correction Area)
  - a. 173<sup>rd</sup> Avenue between Puma Street and Iguana Street
    - i. Shots to 50-feet past intersections with side streets
    - ii. Shots of entire right of way (varies 66' to 120')
    - iii. Right of Way topo area is 4.51 acres
  - b. Street topo area is approximately 0.48 miles in total length
    - i. 31-foot wide rural section within minimal shoulder
      1. Culvert in middle (shots of culvert if exposed)
      2. Wetland adjacent; wetland boundary determination required
    - ii. Speed limit 55 mph; ADT 928
  - c. No municipal utilities in project area
2. IP 26-03 Carol-Rose Acres & Sports Haven Street Reconstructions
  - a. Right of Way is generally 66-feet wide
    - i. ROW Topo Area is 10.51 acres
  - b. Streets are approximately 1.20 miles in total length
    - i. 24-foot wide rural section
      1. Drainage includes swales and culverts
  - c. No municipal utilities in project area
3. IP 26-04 Countryside Estates Street Reconstructions
  - a. Right of Way is generally 66-feet wide
    - i. ROW Topo Area is 26.14 acres
  - b. Streets are approximately 3.17 miles in total length
    - i. 24-foot wide rural section
      1. Drainage includes swales and culverts
  - c. No municipal utilities in project area
4. IP 26-05 Flintwood Hills 2<sup>nd</sup> & 3<sup>rd</sup> Street Reconstructions
  - a. Right of Way is generally 66-feet wide
    - i. ROW Topo Area is 8.27 acres
  - b. Streets are approximately 0.83 miles in total length
    - i. 30-foot wide urban section
      1. Drainage includes concrete C&G with inlets in the gutter line
  - c. Municipal Water, Sewer, and Storm exist throughout project area
    - i. Shots at valves, hydrants, manhole rims, CB rims
5. IP 26-06 Riverside West Street Reconstructions
  - a. Right of Way is generally 66-feet wide
    - i. ROW Topo Area is 2.75 acres
  - b. Streets are approximately 0.28 miles in total length
    - i. 31-foot wide urban section
      1. Drainage includes concrete C&G with inlets in the gutter line
  - c. Municipal Water, Sewer, and Storm exist throughout project area

6. IP 26-07 Section 01 Unplatted S/CR 27 Street Reconstructions
  - a. Right of Way is generally 66-feet wide
    - i. ROW Topo Area is 11.60 acres
  - b. Streets are approximately 1.44 miles in total length
    - i. 24-foot wide mix rural & urban with bituminous curbing
      1. Drainage includes flumes, swales and culverts
  - c. No municipal utilities in project area
  
7. IP 26-08 2026 Neighborhood Pavement Overlay Improvements
  - a. Alpine Woods
    - i. 8 Pedestrian Ramp survey locations
    - ii. Single-family housing development
  - b. Evergreen Point Townhouses 1<sup>st</sup> & 2<sup>nd</sup>
    - i. 15 Pedestrian Ramp survey locations
    - ii. Town house development
  - c. Hall-Anderson Acres TH 47 Service Road
    - i. 1 Pedestrian Ramp survey location
    - ii. Single-family house development – low volume cul-de-sac
  - d. Shots required at the concrete joints for concrete walks within the topo area
    - i. Pedestrian Ramp Topo Area needs to be sufficient for ADA improvements
      1. Assumed 20 feet from center of pedestrian ramp

The scope of these surveys each include:

- a. Topographic Survey
- b. Contacting Gopher State One Call to locate utility markings
- c. Delivery of survey points in an Excel/CSV format
- d. Point Code listing

**FIELD SURVEY REQUIREMENTS:** The field survey is not limited to, but is expected to include the following:

- Elevations along the centerline, edge of bituminous pavement, top and bottom of swale, and boulevard up to the right-of-way at 50-foot stations and grade changes
  - Urban section areas shall include flowline and top back of curb shots
- Location and elevations on driveway edges and corners to the right-of-way
- Location and elevations of any storm sewer, sanitary sewer, watermain, utilities, structures, etc. within the survey area
  - Gopher One State locate calls shall be made prior to surveying
- Locations and elevations of trees/tree lines, landscaping, mailboxes, signage, fence lines, etc. within the survey area
- General top and bottom of slopes, and intermediate spot elevations in swales

**SCHEDULE:** A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule. The final Topographic Survey must be delivered to the City by the date listed in the attached proposal sheet.

**PROPOSAL SUBMITTAL:** A lump sum quote for each project shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

**COMMUNICATION WITH THE CITY:** If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

**SUBMISSION:** A signed copy of the attached proposal form is requested by **4:00 P.M. Monday, April 14, 2025**. E-mail proposals will be accepted and may be sent to Joe Feriancek; [JFeriancek@cityoframsey.com](mailto:JFeriancek@cityoframsey.com). Or deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Joe Feriancek, Assistant City Engineer.

**PROPOSAL UNDERSTANDING:** By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

**COSTS OF PREPARATION:** Under no condition will any costs of preparation of the proposal be reimbursed by the City.

**LICENSE AND INSURANCE:** By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written on an occurrence based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

**WORKING HOURS:** The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 10:00 p.m., Monday through Friday.

**WORK AND STAGING AREAS:** The Contractor shall confine their work activities within City owned properties and right of way / easements. No equipment shall be left on City streets outside normal working hours.

**TRAFFIC CONTROL:** Work shall be conducted in conformance with the specifications set forth herein and in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction, which is incorporated by reference to these specifications.

**PAYMENT:** Invoices must be submitted to the City on a net 30-day basis, made out to the City of Ramsey Engineering Department including the project description, and must be submitted via email to [accountspayable@cityoframsey.com](mailto:accountspayable@cityoframsey.com). Payments may be made by EFT upon request, please submit EFT requests to [accountspayable@cityoframsey.com](mailto:accountspayable@cityoframsey.com). An IC 134 form will be required for final payment.

**BASIS OF PAYMENT:** Payment shall be made on a lump sum basis for all components of the work as specified in the RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not

been specifically identified in this section for payment, but are required to complete the work, shall be considered incidental to the project. The City is also requesting an hourly rate for additional survey work to be submitted, if we find a need to expand the project scope after reviewing the initial survey.

## PROPOSAL

\_\_\_\_\_ accepts the terms and conditions herein and agrees to complete all work described herein, and to deliver the final Topographic Surveys to the City by the dates provided below.

<b>IP 26-02 2026 MSA Overlay Improvements Topographic Survey &amp; Wetland Boundary Determination due back July 31, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	
Wetland Boundary Determination Lump sum not-to-exceed amount	
<b>IP 26-03 Carol-Rose Acres &amp; Sports Haven Street Reconstructions Topographic Survey due back August 30, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	
<b>IP 26-04 Countryside Estates Street Reconstructions Topographic Survey due back May 30, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	
<b>IP 26-05 Flintwood Hills 2<sup>nd</sup> &amp; 3<sup>rd</sup> Street Reconstructions Topographic Survey due back June 30, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	
<b>IP 26-06 Riverside West Street Reconstructions Topographic Survey due back August 30, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	
<b>IP 26-07 Section 01 Unplatted Street Reconstructions Topographic Survey due back June 30, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	
<b>IP 26-08 2026 Neighborhood Overlay Improvements Topographic Survey due back August 30, 2025</b>	
<b>Description</b>	<b>Cost Extension</b>
Topographic Survey Lump sum not-to-exceed amount	

Contractor Name \_\_\_\_\_

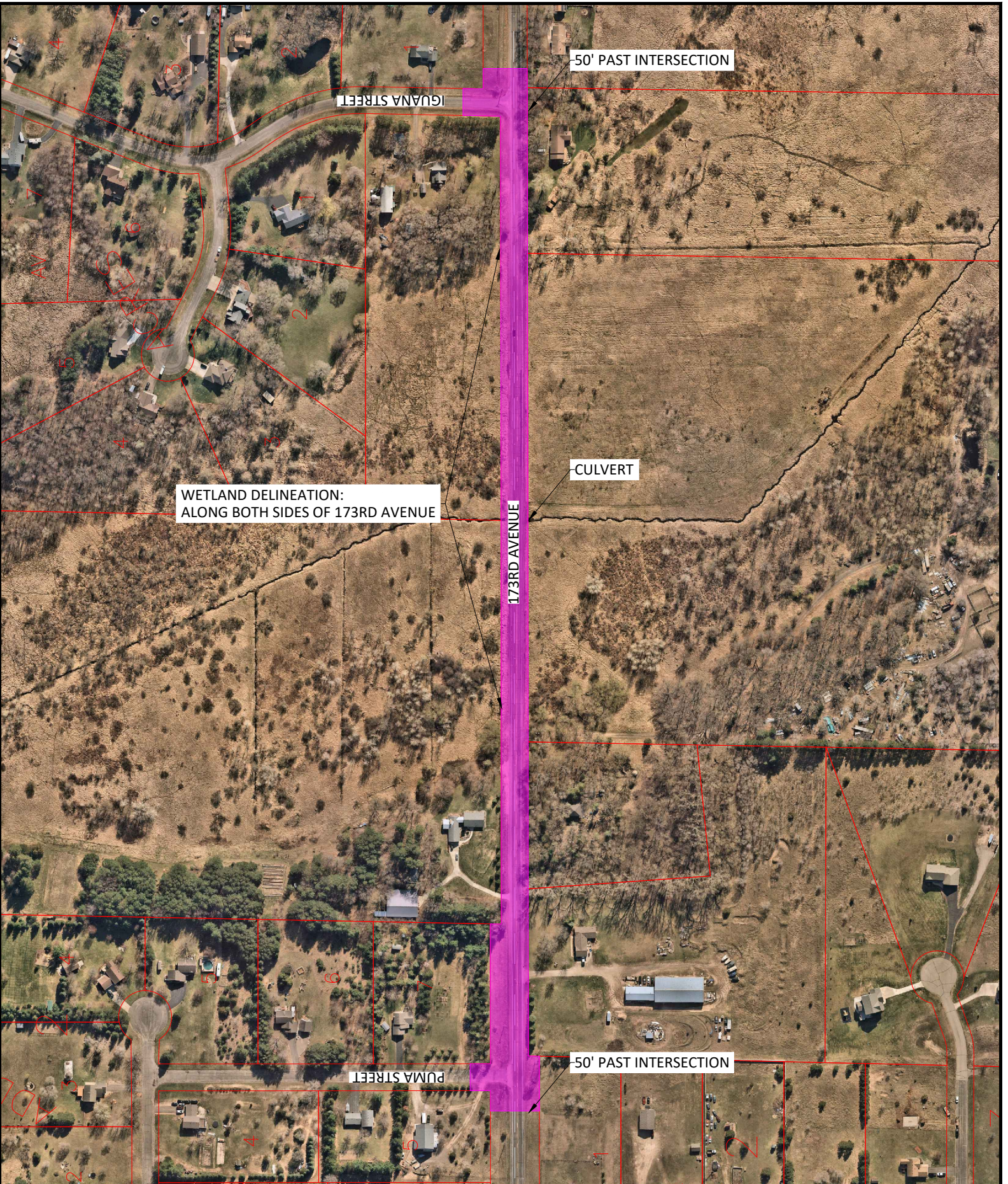
Owner or representative \_\_\_\_\_

Phone(s) \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



50' PAST INTERSECTION

IGUANA STREET

WETLAND DELINEATION:  
ALONG BOTH SIDES OF 173RD AVENUE

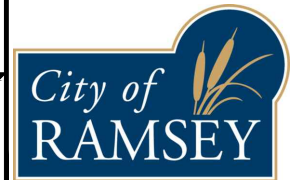
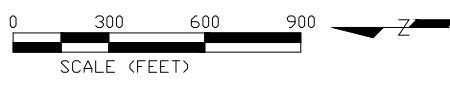
CULVERT

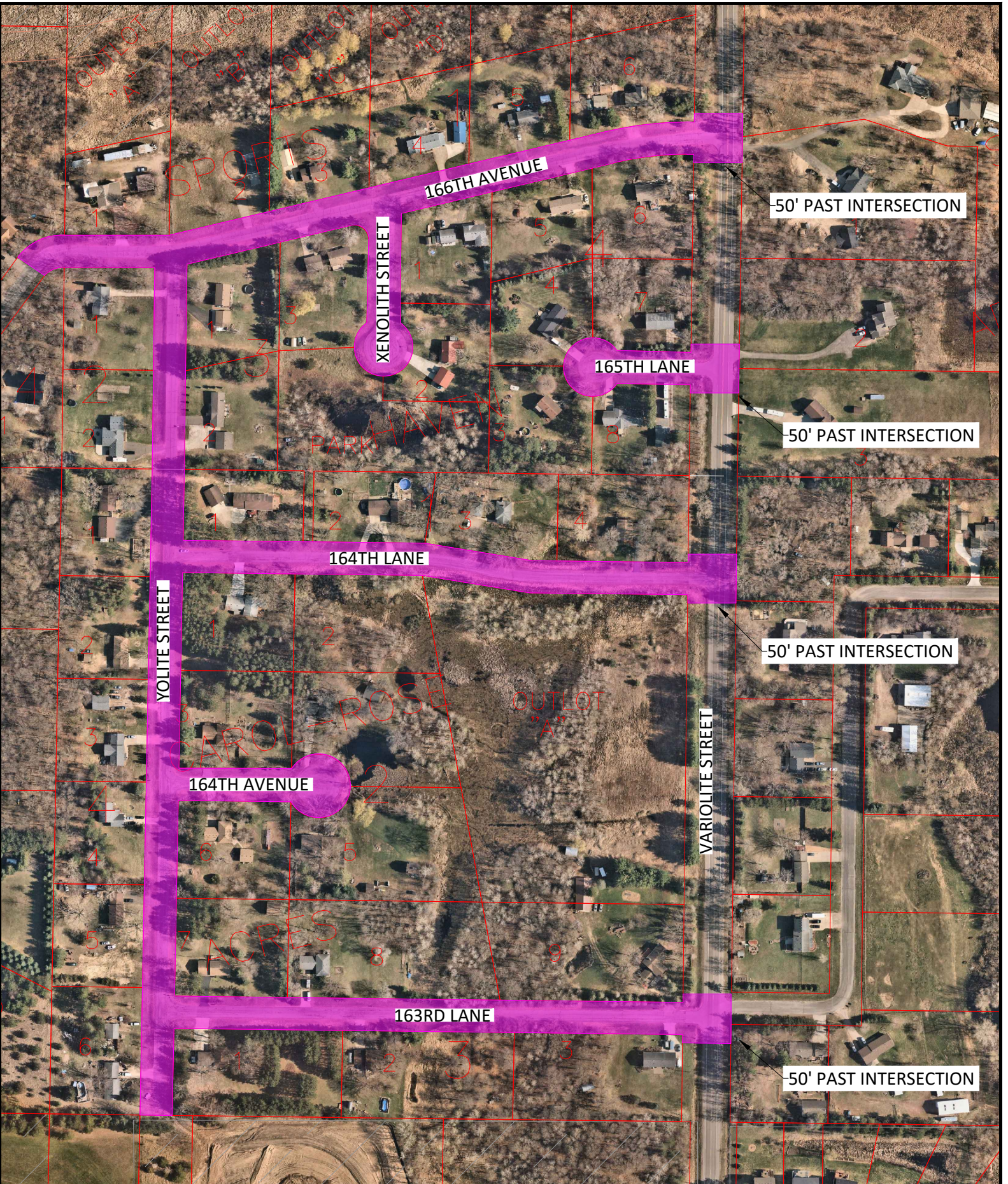
173RD AVENUE

50' PAST INTERSECTION

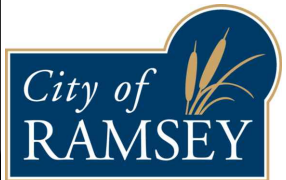
PUMA STREET

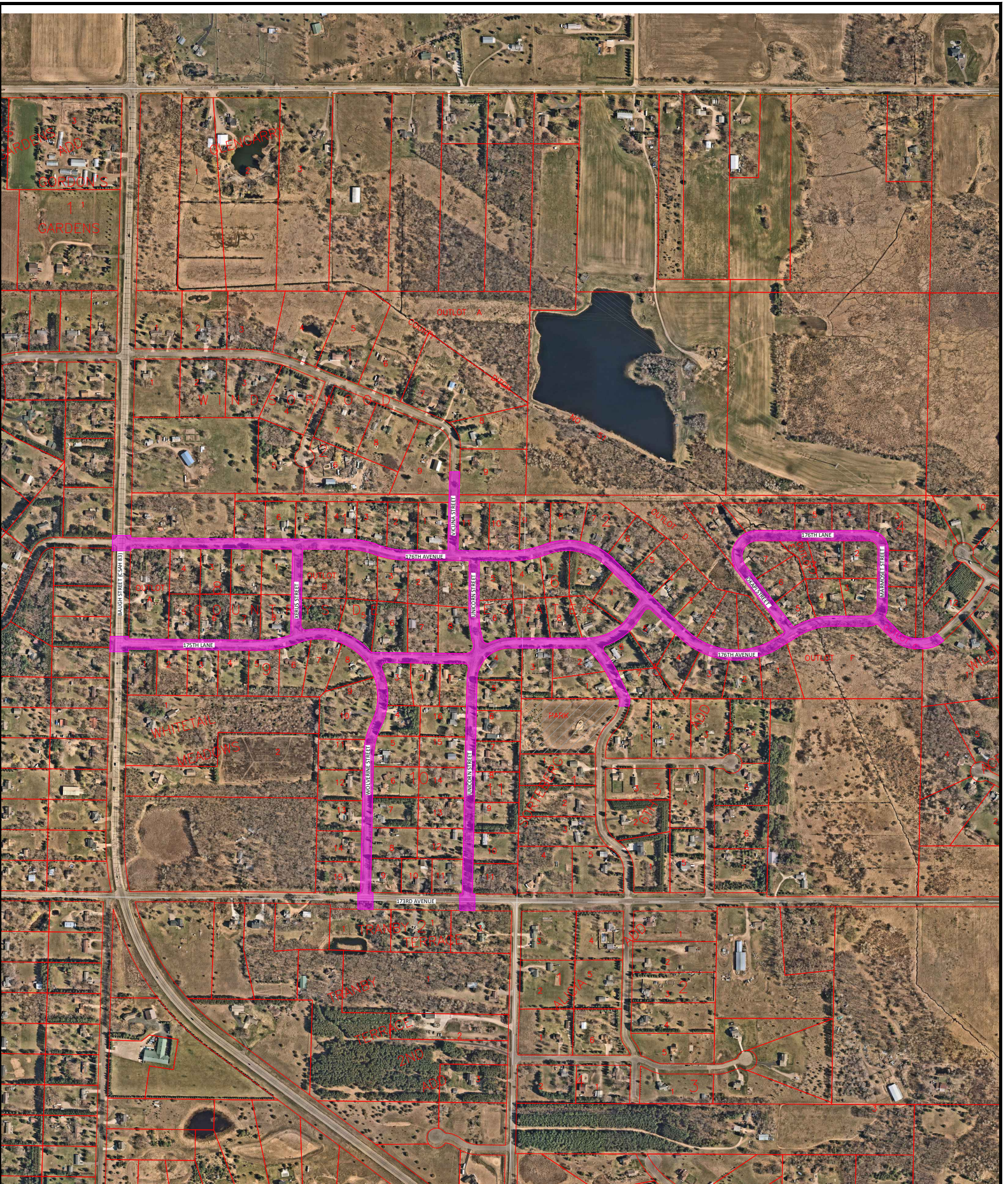
IP 26-01  
2026 MSA OVERLAY IMPROVEMENTS  
TOPOGRAPHIC SURVEY AREA



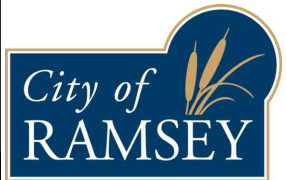
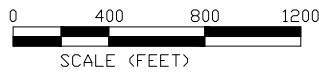


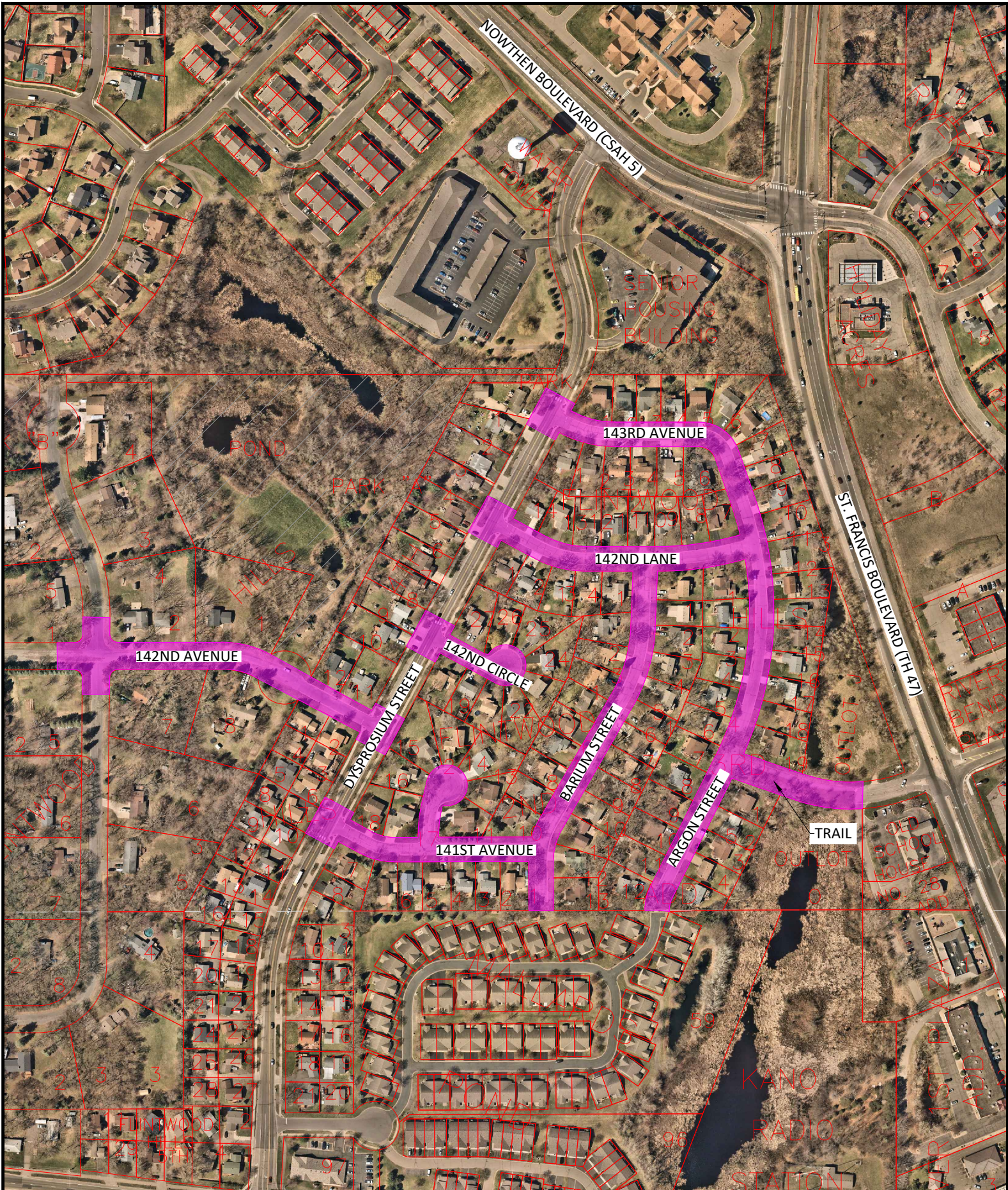
IP 26-03  
 CAROL-ROSE ACRES & SPORTS HAVEN  
 TOPOGRAPHIC SURVEY AREA



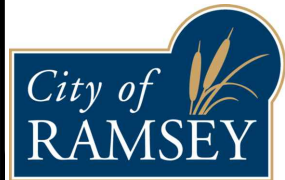
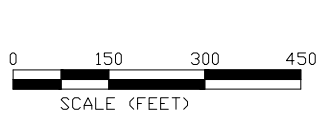


IP 26-04  
 COUNTRYSIDE ESTATES  
 TOPOGRAPHIC SURVEY AREA



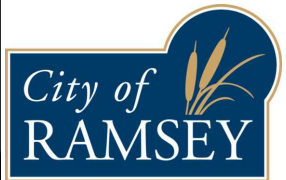


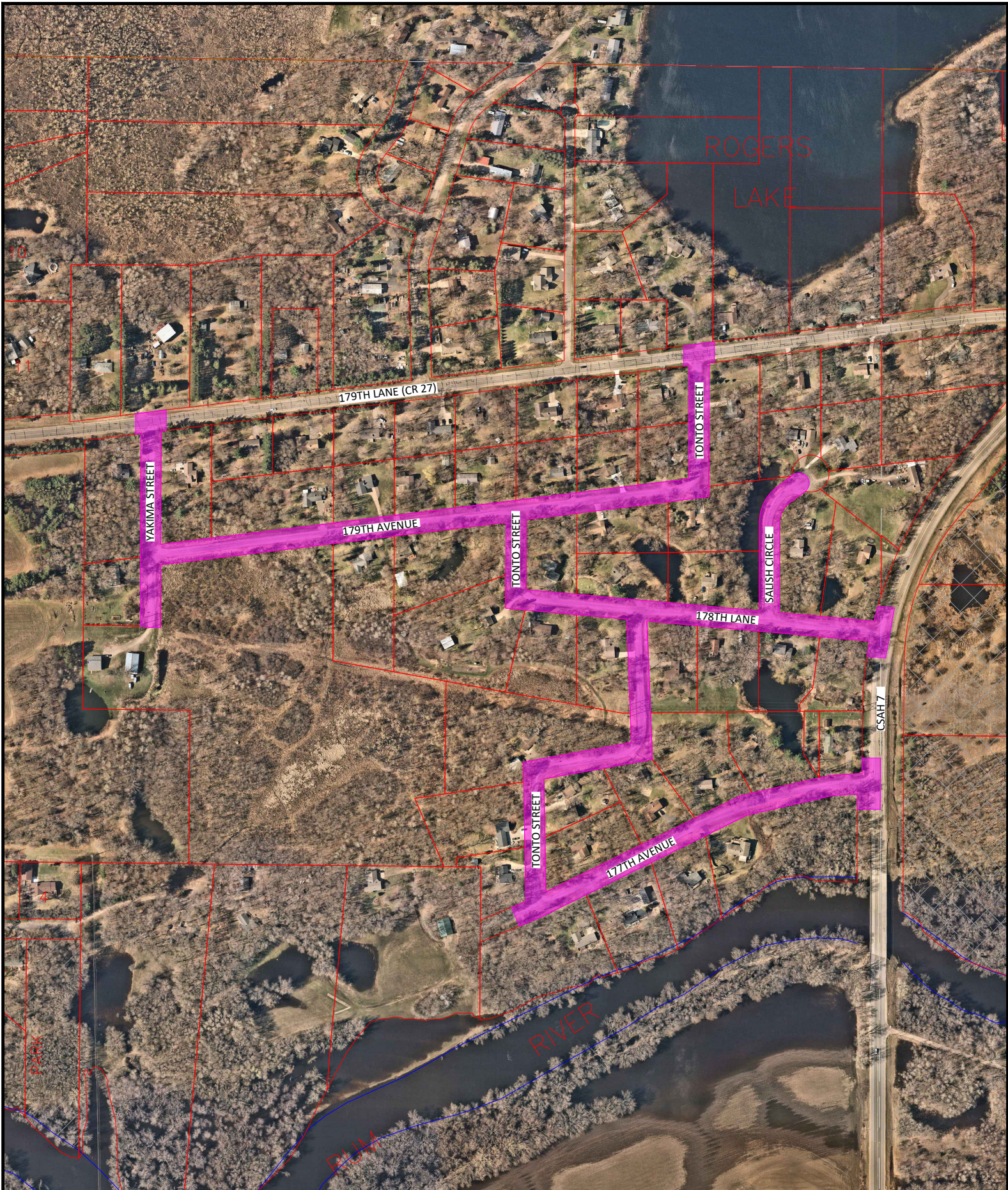
IP 26-05  
 FLINTWOOD HILLS 2ND & 3RD  
 TOPOGRAPHIC SURVEY AREA



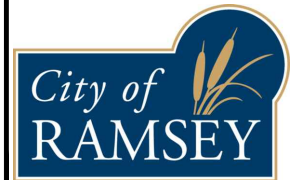
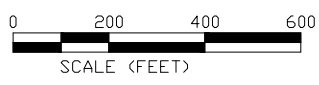


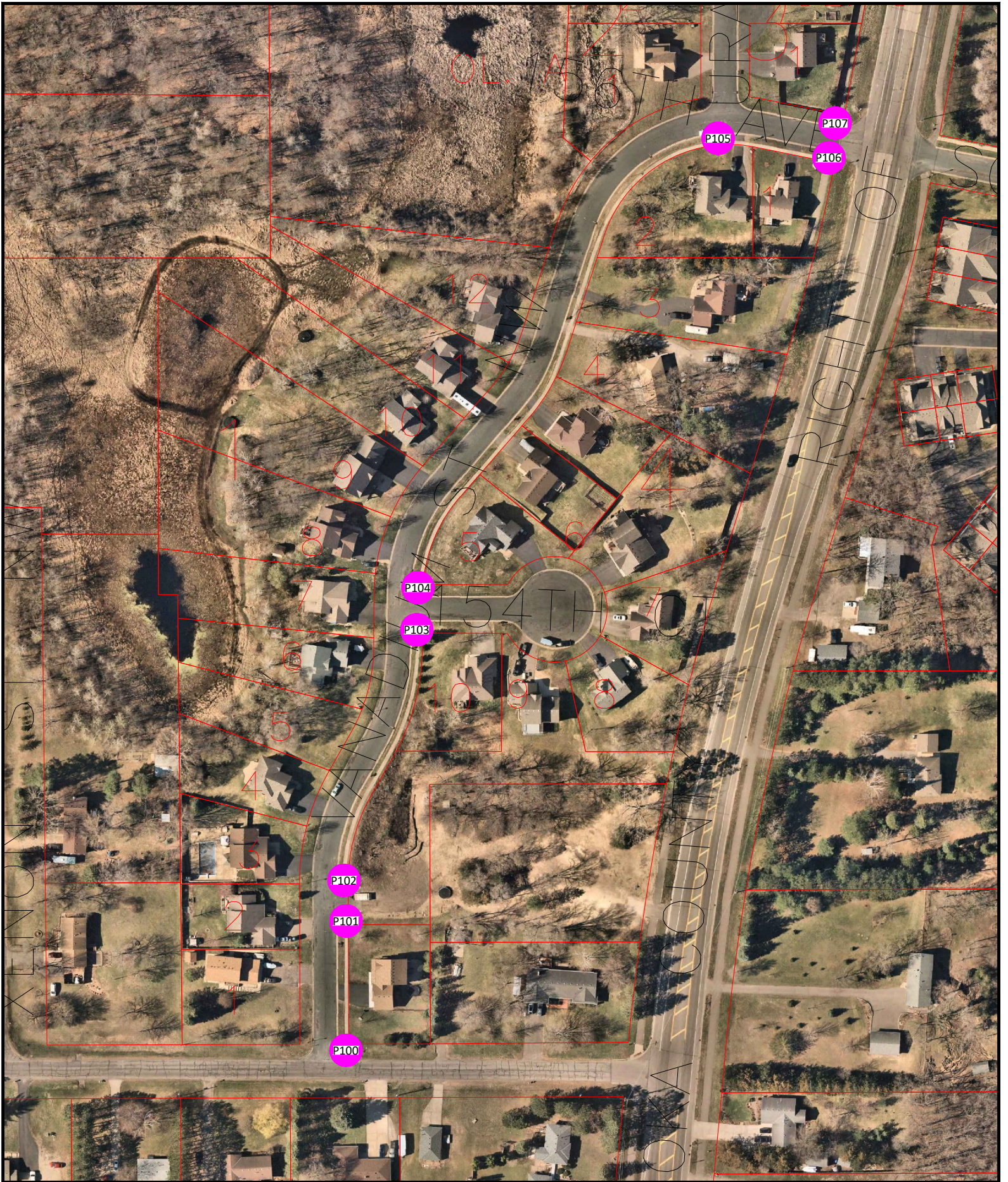
IP 26-06  
 RIVERSIDE WEST  
 TOPOGRAPHIC SURVEY AREA



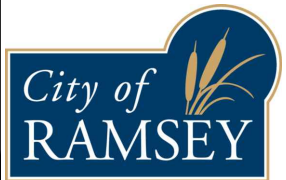


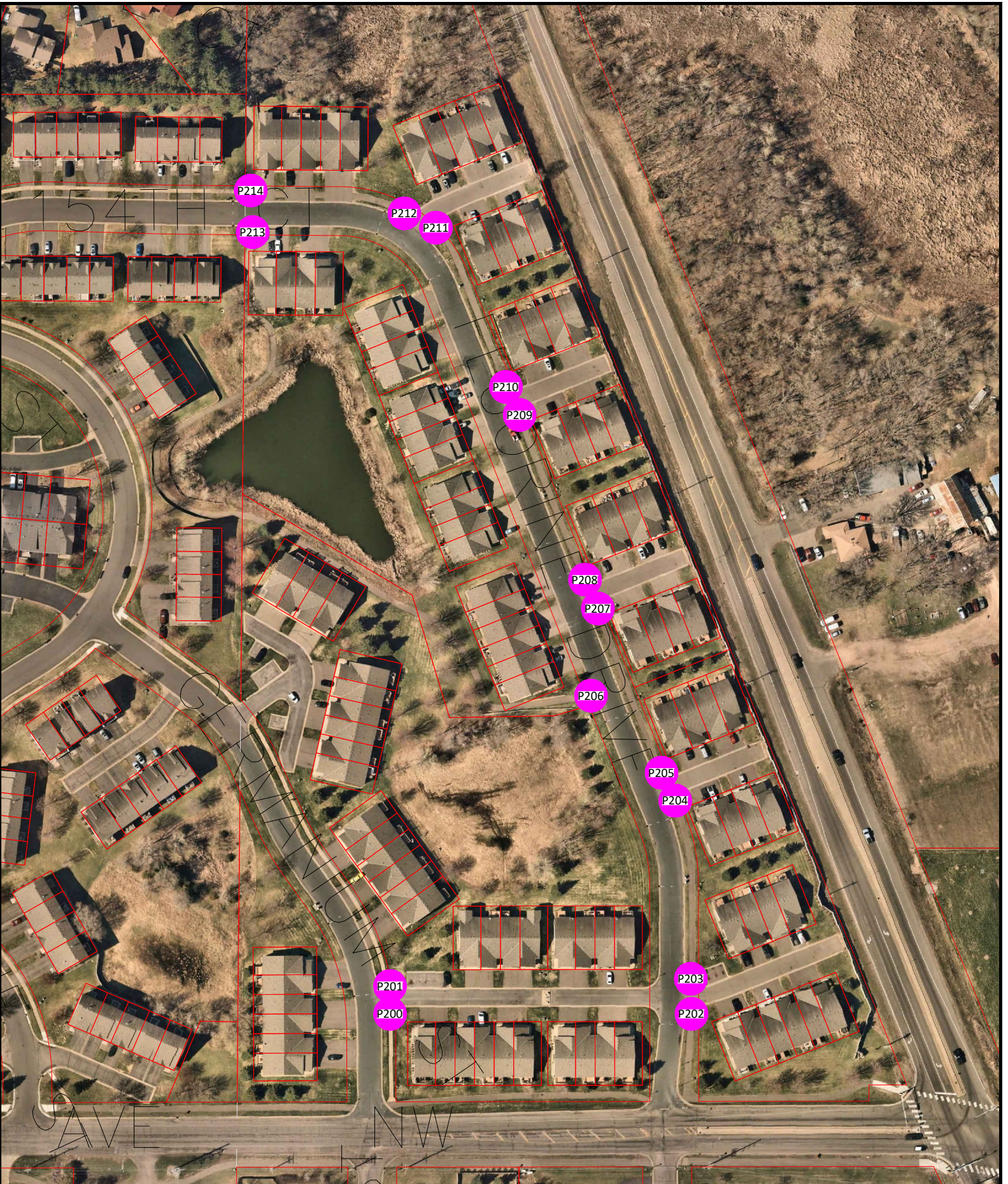
IP 26-07  
SECTION 01 UNPLATTED S/O CR 27  
TOPOGRAPHIC SURVEY AREA



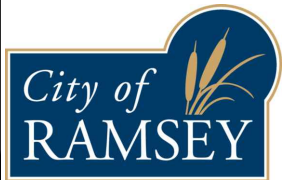


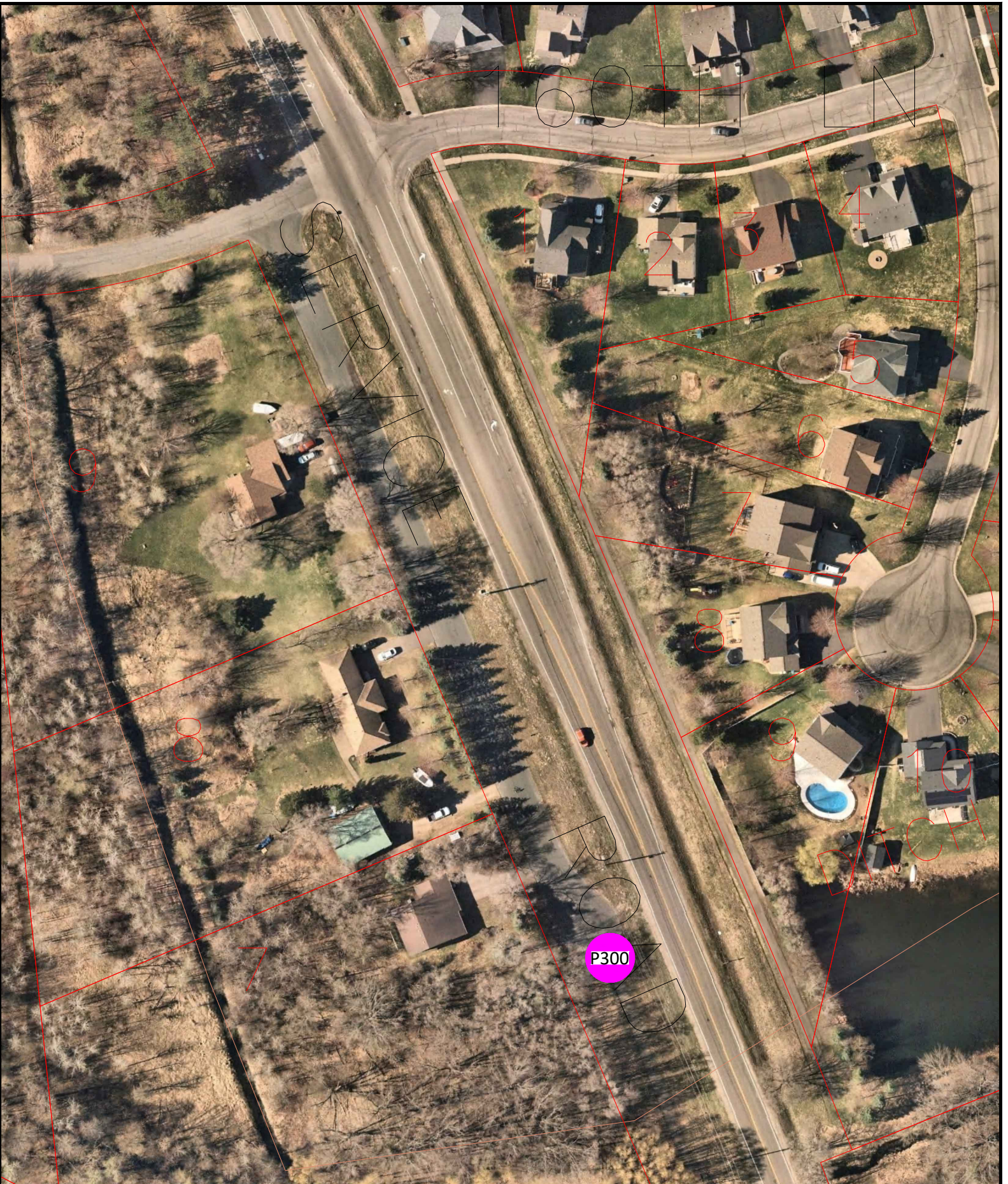
IP 26-08  
 2026 NEIGHBORHOOD OVERLAY  
 PEDESTRIAN RAMP TOPO  
 ALPINE WOODS





IP 26-08  
2026 NEIGHBORHOOD OVERLAY  
PEDESTRIAN RAMP TOPO  
EVERGREEN POINT TOWNHOMES





IP 26-08  
 2026 NEIGHBORHOOD OVERLAY  
 PEDESTRIAN RAMP TOPO  
 HALL-ANDERSON ACRES (TH 47 SERVICE RD)

